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3 May 1971

MEMORANDUM FOR: Assistant Deputy Director for Support
THROUGH : Chief, Plans Staff, DD/S
SUBJECT : Conversion of Staff Employees to Contract Employees

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1. The attachment to this memorandum contains a list of names, all staff employees assigned to [redacted] previously agreed, all of these employees will be converted to contract employee status. We have chosen 27 June 1971 as a convenient date to make the mass change from staff to contract status. [redacted] staff positions are being abolished rather than the [redacted] discussed. The number of individuals being converted [redacted] we have two unslotted employees on our current T/O.

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2. One staff employee, [redacted] Position No. 1553, will not be converted to contract because he retires on 31 August 1971.

3. Action Already Taken

On the advice of the Chief, OP/SPD, we have already requested the Office of Security and the Office of Medical Services to concur in these changes from staff to contract status. Each office has been furnished a complete list of employees involved in the mass conversion action. We expect concurrences in the very near future.

4. Action Required

a. Chief, OP/CPD has furnished us with sample contracts. The [redacted] will be prepared [redacted] as time permits and will be ready at the time we have a briefing session for all employees being converted. We plan to hold a series of three meetings with the employees on 16 June 1971 with about one-third of the group of [redacted] at each session. At these group meetings both the Form 1152 conversion action requests and the new contracts will be signed by the employees. The Chief, OP/CPD will be present to explain each part of the new contracts and to answer questions. At the beginning of each group meeting the Commander, [redacted] will address the group and explain the reason for the action being taken.

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b. The Chief, OP/SPD has been designated as the focal point in Headquarters to assure that the paper work flow proceeds smoothly and on schedule and to coordinate with the Credit Union so that no accounts are cancelled by mistake (Forms 1152 will show that the employees are being separated).

c. We have been assured by the Chief, Compensation and Tax Division, Office of Finance, that conversion from staff to contract payrolling can be accomplished without any disturbance of the normal two week pay cycle now in effect.

5. If any unanticipated problems develop, we will coordinate closely with Headquarters to assure that the general plan outlined above is carried out on schedule. Because this mass conversion has not yet been discussed with the employees who will be affected, it is requested that all telephone calls concerning this matter be made only

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or to Mrs. [REDACTED]

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rise, any correspondence

should be sent "eyes only" to the [REDACTED]

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ATTACHMENT: 1

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